

**The Parish of Grace Church Jamaica  
Vestry Meeting Minutes  
Sunday November 27, 2022 @ 12:00 pm**

**Forever Reliant On God**

**Members Present (In-Person):** Father Gary Parker; *Priest-In Charge*, Glenn Greenidge; *Warden*, Rudy Elias, Allison Kelly, Christine Ashby, Dorien Moon-George; *Treasurer*, Nichelle Phillips, Tyrone George, John Phillips

**Members On Zoom:** Lorraine Wills-Powell; *Warden*, Andrea Williams; *Clerk*, Wendy Small-Brassell

**Members Absent:** Tamar Byam

**Opening Prayer** by Father Parker

**No Correspondence**

**Grounded in God:** Suspended for today. Instead, Father Parker spoke on Discernment of the Holy Spirit which was presented at the convention by Cannon Woodley. *Spiritual Discernment* is a prayerful activity of intentional effort to distinguish God's voice from others that might influence us. The goal is to receive God's guidance.

**Approval of the October 2022, Vestry Meeting Minutes** -Lorraine Powell-Willis made a motion to accept the October vestry minutes. ~~Dorien Moon-George~~ Allison Kelly seconded.

*Father Parker asked for a correction to be made in the October minutes. The statement:*

*When we call a priest, we can call Fr Parker, but he can't call us.*

***should state***

*The Rector can call Father Parker. Father Parker will not call the Rector or anyone else. The congregation will not call Father Parker at all for a whole year.*

Discussion occurred @ 12:22pm - Allison Kelly asked why there was no reference to the audit procedures in the minutes.

*A revision was made to the October minutes. Allison received a directive from the chair to present the process of reviewing the audit at the next vestry meeting, in order to close out the review of the audit process.*

**Alison made a motion to accept the October vestry minutes with corrections. John seconded it. All in Favor. 1 abstained; Glenn Greenidge, due to absence.**

**Approval of the November 2022, Treasures Report-** Presented by Dorien Moon-George. The only thing that is significant this month is the revenue from the luncheon which came in at \$35,204. We will be refunding \$150 which will be reflected in the November report. We had luncheon expenses of \$21,537.47.

There was a leak at the Gordan House. This explains why our water bill is so high. Lorraine is working on getting some sort of credit for it. Everything else is as expected. Fr Parker asked about us usually being in the red. Dorien explained that we live in the red except for this month due to the luncheon. **All in Favor of accepting the Treasures Report. Motion carried.**

## **Unfinished Business:**

### **1. Buildings and Grounds Committee/Gordan House – Tyrone George Church**

Heat, hot water, and choir room – The back boiler is working but the front boiler hasn't been working. It is not getting any gas. If we can get it gas and to light, then we can identify the problem. The altar guild said they were freezing on Saturday. There also was no hot water, but the water heater was lit and now there is hot water in the church.

The choir room- There is an estimate for the ceiling, take it down and have the electrician do the work and then put the ceiling back, cost is \$5,500.

Nichelle Phillips asked if we need to bring in National Grid? Do we need permits? We don't want any fines. Tyrone responded that it's not needed just to change a part. Only if we replaced the boiler. We don't know what the problem is yet. Allison Kelly also asked about National Grid. Fr Parker asked if the workers are licensed? Tyrone responded; they are. We need the license number. Lorraine Powell asked Tyrone to clarify which boiler was not working. The one under the altar. Don't we have information from the engineers regarding this problem? The engineers only informed us regarding violations that were not in code. They didn't address the boiler under the altar. Only the front one. They looked at the structure and where things were placed.

Wall- Nothing yet about the wall.

Bathroom -behind the altar, the pipe is broken. No report. Nichelle recommended calling the bishop. He said he would have it fixed.

**Discussion took place @ 1:05pm** regarding fixing the bathroom.

Fr Parker asked about a proposal for the choir room. It does not say what the proposal is. It just gives the specs. Also, would you like the approval today? No, it just informational.

### **Parish House**

Pantry -Tyrone received a quote on fixing the ceiling and the removal of all the garbage from the ceiling to the floor. Jean will check the cans to see if any of the can goods are still usable. The ceiling will be reinforced, sheet rocked, and painted. Allison stated the other side needs to be cleaned also. The estimate is \$3,800. We don't need other bids if its under \$4,000. Fr Parker stated that there is a lot of information missing and we shouldn't vote on this until the information is complete.

Gate - We still need a gate at the entrance of the parish house. And we have to figure out what to do about our mail and packages. No estimate on this yet.

Nichelle made motion to look into getting a gate for the entrance of the Parish House. Glenn seconded. All in favor. Motion carried.

### **Gordon House**

Heat - All the valves were changed and the boiler was tune-up. Heat is working fine through out the house. Tenant (second floor) still complaining about not having control of the heat. A smart thermostat was then installed with sensors to monitor the temperature upstairs. The thermostat adjust itself. It is not locked at this time. **Discussion took place @ 1:15pm regarding locking the thermostat.**

Water - The water bill is excessively high. The Tenant said there was a leak in the basements sink. An email was sent on November 3<sup>rd</sup> from the B&G regarding the leak. Lorraine asked for it to be recorded that she was never notified of any such leak. She contacted the DEP and went back 3 years and the bill has always been high. Tyrone took a video of the leaking pipe. Nichelle said that there was a lot of people in the house and that might have been the reason also for the high bill.

Other- They had no doorbell. A doorbell was installed on both floors. They also asked for another mailbox. We will give them one.

David - no update on Level Up

Elvis - All 3 contracts will be combined into 1(grass, leaves, snow, garbage). The price is \$2,500 @ month. Currently we pay \$3,200 for 9 months and \$500 for each snow occurrence.

Rectory- A tree limb broke and fell down at the rectory. Its on the ground and he will clean it up.

**King Hall** – Nichelle Phillips - We need to come up with new pricing for the hall. We have no parking. We are not handicap accessible. We have lost 3 bookings because the price is too high at \$1,600. Nichelle recommends \$1,200 for members. Mahalia Prescod-Onuzuruike wants to rent it December 10<sup>th</sup>. We will get back to her with a price.

Nichelle made a motion to change the pricing on King Hall rental which includes the kitchen for **members** to \$1,200. Allison seconded.

Discussion took place regarding opening and closing during event.

Fr Parker restated the motion for renting King Hall which includes King Hall and the kitchen for \$1,200 (\$100 event management, \$200 security, \$300 cleaning, \$600 church profit).

All in Favors. **8** Yes, **1** No, **1** abstain. Motion carried.

For non-members

Nichelle made a motion to charge the pricing for King Hall rental which includes the Kitchen for **non-members** to \$1,600 (\$200 Event Management, \$200 security, \$300 cleaning, \$900 church profit). This does not include the cleaning of the kitchen. Allison seconded. Level up does not currently clean the kitchen, need to get a rate. There will be a \$400 refundable deposit for the cleaning of the kitchen. All in favor 9 Yes, 1 No. Motioned carried.

**Personnel** – Allison asked about the person which Rudy recommended to Dorien for bookkeeper. Her resume was submitted to Dorien. Nichelle asked are we going to wait until we got a full-time rector? Dorien feels we should hire now, with the understanding that it is a short-term position. We need the help.

**Cemetery Trial** – Jasmine Edward has come back to us with information and the status of the case. Lorraine stated that this will have to go back to the finance committee because there are additional fees for the retainer. Allison asked if we have a figure to add to the budget? We won't get it until after the new year. Lorraine will get an estimate.

**Liturgy and Worship** – Ink delivery has been stolen in September then again. Christmas Eve service is **8pm**. Christmas Day service will be at **10am**. New Year's Eve Watch service is at **10pm**. New Year's Day Service is only at **10am**.

Grandparents have inquired about baptisms of their grandchildren. Father Parker said its fine but he needs to hear from the parents. The only available days for baptism are the 2<sup>nd</sup> and 11<sup>th</sup> of December. He hasn't heard back from them, so it won't happen. Dorien asked what will happen once Fr Parker is gone regarding baptism? Will the supply priest

do them? He said to check with Cannon Woodley. Parents should wait for the new Rector.

## **Finance**

Dorien reported no update. The budget was discussed. She asked Tamara to check on the parking coupons 2023- \$800. It will take a week to process.

Compensation for clergy. There was a sector percentage that we didn't take into account. It is on the clergy compensation form which also includes insurance, SCCA. What is it? Check with Cannon Woodley to get an answer.

Lease for Gordan House- Lorraine reported there is a 3% rent increase. We need a vote.

Glenn made a motion to increase the first-floor rent from \$1,545 to \$1,590 as of January 1. Alison seconded. All in favor. Motion carried. Lorraine can update the lease and give it to them.

Glenn made a motion to pay Fr. Parker his unused vacation pay \$2,849.18. John seconded. All in favor. Motion passed.

Glenn made a motion to pay Christmas gratuities for Fr Parker \$150, Grace Newton \$75, and Mr. Morton \$75. Seconded. All in favor. Motion carried.

Wendy motioned to support St. Joseph for a journal ad \$150 for a full-page color. Seconded. Motion carried.

Allison asked for us to vote on the Audit procedures.

A motion was made to discuss the Audit. All in favor. Motion carried.

Allison would like us to follow the Audit procedures that were sent to us in an email by the Treasurer.

Tyrone made a motion to except the Audit procedures that were sent to us in an email by the Treasurer. Glenn seconded. Fr Parker asked if this procedure is in compliance with the Better Business Manuel of the Episcopal Church. Dorien responded that what she sent was an excerpt from the manual. Lorraine asked if we need to vote on a policy. Shouldn't we just follow procedure. It should be emphasized that we need to follow the procedure. Allison wants a vote because last year it was not followed. And that it wasn't the vestry that didn't follow the policy.

**Fellowship** – N/A Sunday School is doing well.

**Information Technology** We have the speaker. We will have a church zoom account with a calendar. We will use the grant money to pay for it. Thanks to Glenn for allowing us to use his zoom account.

**Need for Incorporation N/A**

**Fundraising** – Christmas Bazar may be cancelled. Not enough vendors.

**Rector search** – We are in the process of creating questions for the interview. We will have a mock interview on Thursday, December 1<sup>st</sup>.

**Stewardship** – Collection of forms. As of last week, \$8,200.

**Nomination Committee** – We have 2 people who put in their nomination, and probably a third, (Allison Kelly, Nichelle Phillips, and Tamara Byam). Wendy proposed Tyrone George for Warden and he accepted.

**Deanery Clergy Luncheon** – At Grace on December 13, 2022. Lorraine and Christine will participate. Dorien asked where the money was coming from because it wasn't fenced? Dorien needs to be informed about how much money. A menu needs to be decided.

### **New Business:**

Next meeting: December 18, 2022, after the farewell coffee hour.

Meeting will be limited to Minutes, treasures report, and 2023 Budget. Dorien will give final figure a week before. The number might change because of late people. Wendy asked for the meeting to be during the week as a zoom?

**Clergy/Government** – Nichelle Phillips – She will attend an event with the DYCD on how to get funds for the youth on December 15<sup>th</sup>.

**Executive Committee** – Meeting took place on November 22. After Fr. Parkers departure, volt access will be for the two Wardens and the Treasurer. Also, the combination will be changed. Three signatures -two Wardens and a member of the Finance Committees. Schedules of committee meetings, including dates and times, should be known to the vestry. Also, the committees will present a report to the vestry. At the 8 am service, Ms. Yvonne has offered to handle the offerings.

Dorien recommends a new committee to handle the events calendar, managing grants, and community events. Lorraine said we already have a planning committee which handles long term events.

Allison made a motion that we create a new Fundraising and Event Committee to handle the event calendar and fundraising. Glenn seconded. All in favor. Motion carried.

Meeting adjourned at 2:58pm

*Submitted by Andrea Williams*